



## Logistics Information Form

1. On assessment day, the other NAEP assessment team members and I will arrive at the school 1 hour before the assessments are scheduled to begin to prepare for the assessments. Where should we park?

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2. We will wear our NAEP Identification Badges and check in at the main office. Are there other procedures or protocols specific to your school that we need to follow?

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3. Is there a room where the assessment team may work until it is time to go to the assessment locations and a place for our team to work after the assessment?

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4. Once the students in the assessment session have begun reading the booklet directions, students cannot be admitted to the session. How should we handle students who arrive too late to be assessed?

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5. How should we contact the office from the assessment locations if we need assistance should a student become ill or disruptive?

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6. How should we dismiss students when the assessment session is over and the materials have been collected and accounted for?

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7. Is there anything scheduled that might interrupt the assessment session, such as a fire drill or assembly?

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8. When the assessment is over, I will need to conduct a short debriefing interview with you and give you the completed NAEP Storage Envelope that will contain the names of the selected students and participating teachers. How can I find you after the assessment sessions are over?

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